



Department of Development Services – West Region  
JOB OPPORTUNITY  
**Developmental Services Resource Management Specialist**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public

**Job Title:** Developmental Services Resource Management Specialist (Private Division)

**Location:** Rowland Government Center – Waterbury

**Job Posting No:** 00015780

**Hours:** 1<sup>st</sup> Shift ~ Monday – Friday 8:30am – 4:00pm; Regular Days Off Saturday, Sunday. Must be flexible to meet the needs of the Agency

**Salary:** \$2,055.00 - \$2,772.76/bi-weekly (New Hires start at minimum)

**Closing Date:** August 4, 2014

**Eligibility Requirement:** Eligibility Requirement: State employees currently holding the above title or those who have previously attained permanent status in the class may apply for lateral transfer. Those candidates appearing on Layoff or SEBAC lists must be given first consideration.

**Examples of Duties:** Duties consistent with the Developmental Services Resource Management Specialist job classification. This position is accountable for reviewing fiscal and operational practices of contracted private agencies to ensure they adhere to fiscal obligations and that quality services are provided to consumers in accordance with Agency standards. Will be responsible for the day to day coordination of authorizations both CSA (contract Service Authorizations) and VSA (Vendor Service Authorizations) for approximately 20 qualified private provider agencies; review and adjust resources of individuals as needed. This may involve many authorization changes based on Planning Resources Allocation Team (PRAT) funding awards, Utilization Resource Reviews (URR), movement & other factors that impact funding amounts. Also, will compile agency information for programmatic & fiscal reviews; monitors the provider's billing and ensures errors are rectified; ensures providers are funded for services; provides assistance to Case Managers in the development of individual budgets; tracks and maintains consumer's biographical information in applicable database; reviews one time requests for accuracy to ensure the service is justified and submits the request to PRAT for approval; creates a contract authorization to authorize the one time request for service; reviews and analyzes contractor private agency operational plans which reflect actual and projected spending for services to clients; research all financial transactions and documents and develops the Annual Fiscal Report for each agency and facilitates the Annual Review; reviews Quality Service Reviews (QRS) from agency staff and submits a request to the private agency for a Plan of Correction; meets with the private agencies to address programmatic and quality concerns to ensure Plan of Correction is followed; conducts on site visits to assure private agencies are in compliance with Department standards; analyzes and summarizes a variety of data; gathers consumer referral candidates for residential placement and coordinates with PRAT to fill vacancies at private agencies. Also will be responsible for processing amendments, review, monitor and process one-time requests and payments, posting of documentation on shared computer drive, monitor referral and placement activity, maintain Agency Contract Book, process Capital Development Requests, update eCAMRIS regarding placement & program changes, investigations, participation in PRAT, PRC, HRC, URR as needed, assist in the development of individual budgets and provide oversight, review and processing, follow up on special concerns that may include licensing, Office of Protection & Advocacy, site visits (CLA, SL, Day, ICR/ID); chair and/or participate in RFP reviews, participate in Quality Improvement Activities, and related duties as required by the Division.

**Knowledge, Skills and Abilities:** Knowledge of current practices and trends in services and supports for persons with intellectual disabilities and related conditions; knowledge of state agencies and community organizations and programs as they relate to services for persons with intellectual disabilities and related conditions; knowledge of program funding; knowledge of processes and materials used in specific vocations and trades; knowledge of community job market;

knowledge of relevant equipment and emergency procedures; considerable oral and written communication skills; considerable skill in behavior management of clients; interpersonal skills; considerable ability to utilize teaching and/or training techniques for individual needs; considerable ability to conduct community resources analysis and to develop resources; ability to gather data independently and prepare reports; ability to develop positive relationships with clients; ability to work cooperatively with clients and other staff.

**General Experience:** Six (6) years of professional experience in a human service setting providing services and supports to persons with developmental disabilities.

**Special Experience:** Two (2) years of the General Experience must have been conducting fiscal analysis and oversight of individual budgets/plans or basic auditing of business and accounting information and practices.

**Substitutions Allowed:** College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. For State Employees, three (3) years as a Developmental Services Compliance Coordinator and a Bachelor's degree in accounting, business administration, education, finance, health care administration or a related field may be substituted for the General and Special Experience

**Special Requirements:** Incumbents in this class will be required to travel and will be required to possess and retain a valid Motor Vehicle Operator's license. Applicants must be current in all DDS training. Applicants must possess or be able to obtain CPR certification.

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DDS Employees Classification Series:** Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

**Application Procedure for All Other Applicants:** Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Send application materials to:**

Department of Developmental Services — West Region  
Rowland Government Center, 4<sup>th</sup> Floor  
55 West Main Street  
Waterbury, CT 06702  
Attn: Yolette Tappin  
Fax: 203-574-8857  
**Email:** [Yolette.tappin@ct.gov](mailto:Yolette.tappin@ct.gov)

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.